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STATE OF NEVADA

PUBLIC UTILITIES COMMISSION

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Chairman

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Commissioner

DAVID NOBLE
Commissioner

CRYSTAL JACKSON
Executive Director

Unclassified Position Announcement

ADMINISTRATIVE ATTORNEY

Commission's Office of the General Counsel

The Public Utilities Commission of Nevada is seeking qualified applicants for the position of Administrative Attorney for the Commission's Office of the General Counsel. This is an unclassified full-time position within Nevada State Government.

Recruitment: This is an open competitive recruitment, open to all qualified persons.

Approx. Annual Salary Up To \$70,894 (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.) Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 6 furlough days per fiscal year) through June 30, 2015. The Salary listed above does not reflect the reduction from the required furlough.

Resumes Will Be Accepted Until: Recruitment Needs Are Satisfied

Qualified individuals are encouraged to apply immediately. Hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of resumes are received or a hiring decision has been made.

Recruiting For: A vacancy in Carson City, Nevada.

The Position: Under general direction, provides preliminary legal advice and counsel to the Commissioners on legal and policy issues, in addition to drafting legally sufficient notices, opinions and orders for the Commission. Interprets relevant laws, regulations, policies and procedures as they apply to specific issues. Makes fair and impartial recommendations based on facts and conclusions of the law. Provides support to the Commission for legislative hearings and inquiries, including preparing and presenting testimony to legislative committees. The Administrative Attorney may also make presentations to various state, local and federal agencies. The Administrative Attorney may be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

Skills Required: Must be able to work independently with minimal supervision as well as in a team environment in collaboration with other legal staff, engineers, auditors, and economists; compile and summarize information and prepare periodic or special reports related to case assignments; and contribute effectively to the accomplishment of the team or agency goals, objectives, and activities. Must possess skill in effective written and verbal communication;

required skills also include planning, prioritizing and executing timelines without the need for supervision.

Must be highly professional, well-organized, self-motivated, and must possess leadership skills. Must be available for travel (typically up to 25% of the time) is required.

Minimum Qualifications: Graduation from an accredited law school. Membership in the Nevada State Bar desirable.

Submit Cover Letter and Resume / Direct Inquiries To:

Ann Scott

Public Utilities Commission

Email amscott@puc.nv.gov

Posted: 10/23/14